



Secretariat

ST/IC/1992/11
24 February 1992

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE: "CLEAN OCEANS" STAMPS

1. The United Nations Postal Administration (UNPA) will issue the second set of commemorative stamps for 1992 on Friday, 13 March. The "Clean Oceans" stamps will be a set of three miniature sheets each depicting a lush and colourful scene of marine life. The designer, Braldt Bralds, Netherlands, also designed the very popular 1988 "Survival of the Forests" issue in the same format. The stamps will be printed in offset lithography by the House of Questa, United Kingdom. The 12-stamp sheet consists of 2 horizontal rows of 6 stamps each. The stamps will measure 35.5 mm horizontally x 40.64 mm vertically, perforation to perforation (perforation: 14).

2. Owing to the mini-sheet format, the stamps will be available in selling units of SINGLES (one vertical attached se-tenant pair) and FULL SHEETS ONLY.

3. First day covers will be available as follows:

Single:	Two covers with two separate stamps
M.I. block of 4:	Four stamps, i.e., two se-tenant pairs
Combination:	Vertically attached se-tenant pair.

SPECIAL FIRST DAY COVERS

4. For the first time, UNPA will also offer jumbo covers on which the entire full sheet will be affixed and appropriately cancelled.

5. In addition, in response to collectors' demands, UNPA will also make available triple-cancelled covers. For this issue, the triple-cancelled cover will consist of the jumbo-sized cachet with vertical attached se-tenant pairs of each denomination affixed and appropriately cancelled on first day of issue.

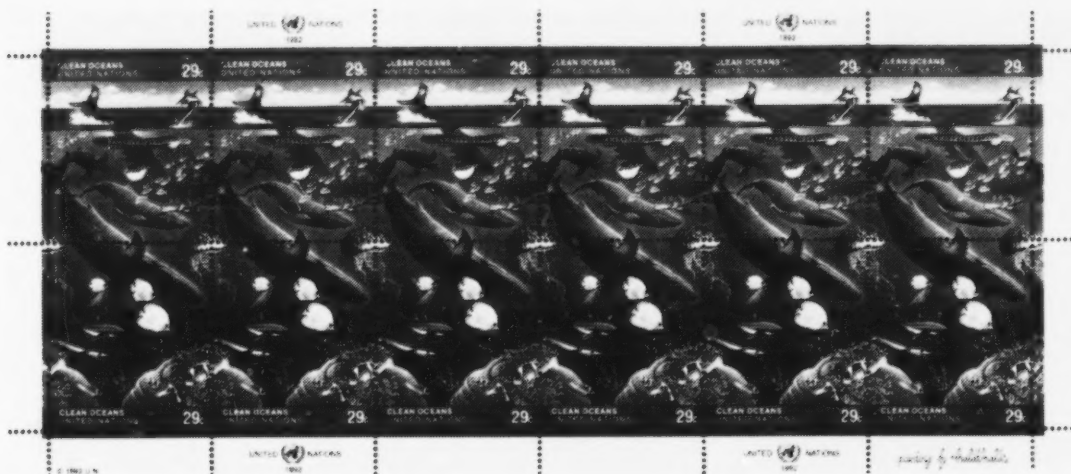
BLUE-WHITE CARD

6. To commemorate the special ceremonies that will be held on shipboard and in various European cities to mark the first day of issue of the "Clean Oceans" stamps on 13 March 1992, UNPA will make available to collectors its first-ever blue-white card.

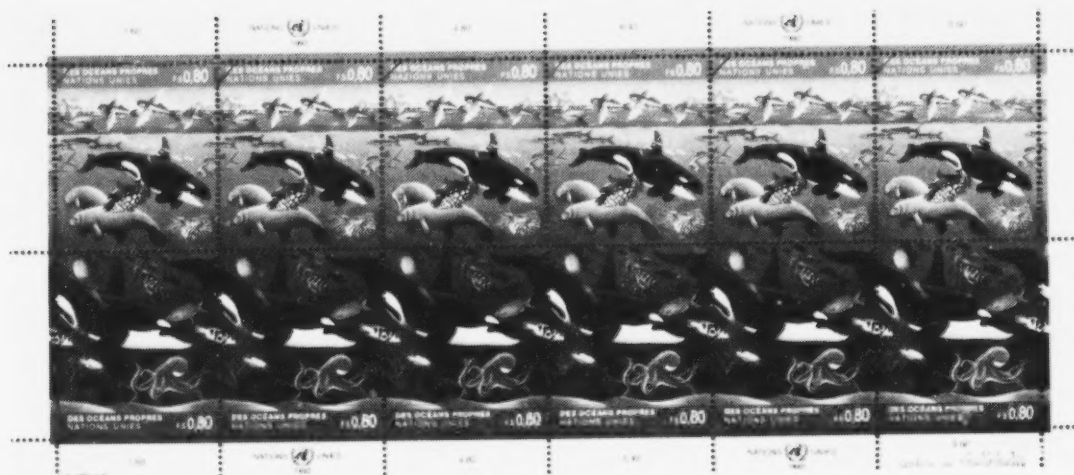
7. The blue-white card will be designed in a folded format. The inside front cover will contain the commemorative cachets for Kiel, Stockholm, Travemünde, Oslo and Helsinki, the ports of call of the ships on which first day of issue ceremonies will be held. These cachets will be in German, Swedish, Norwegian and Finnish, as appropriate.

8. On the inside back cover, the three se-tenant pairs of the "Clean Oceans" stamps will be affixed and appropriately cancelled first day of issue New York, Geneva and Vienna. This cover will also have the commemorative cachets for each of the cruises in either English, French or German, the working languages of the three UNPA offices. The back cover will have the usual format of a postal card so that collectors may mail the item if they so desire.

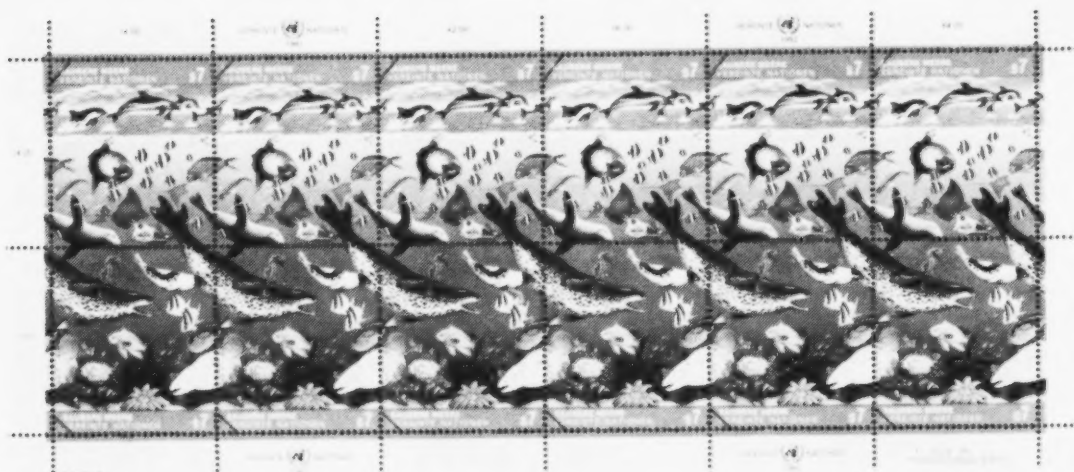
9. The cards may be purchased at a cost of \$5 and will be available until 12 June 1992.



Denomination: 29¢ Quantity: 2,016,000



Denomination: F.s. 0,80 Quantity: 2,232,000
(United States equivalent: 62¢)*



Denomination: S 7 Quantity: 2,952,000
(United States equivalent: 69¢)*

* Subject to exchange rate fluctuation.

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10. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first day cachets ONLY.

11. Members of delegations and the staff may obtain the new stamps and first day cancellations on Friday, 13 March, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.



Secretariat

ST/IC/1992/12
26 February 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: REVIEW OF DEPENDENCY STATUS AND NEW QUESTIONNAIRE*

1. All staff members on the Headquarters payroll, other than short-term staff, were required until 1991 to complete the annual status report and request for payment of dependency benefits (form P.84). Since current data on staff members and their recognized dependants have been computerized, it was found necessary to modify the status report form and request from the staff at large only such information as needed to update the data.

2. For that purpose, and to simplify the review of the dependency status of staff members, a new questionnaire has been designed which is found on the back of the present circular. Each staff member, whether or not he/she has dependants, must complete sections I and VI of the questionnaire. Those in receipt of dependency benefits must complete the other relevant sections. Failure to comply with this requirement will result in the automatic discontinuance of benefits.

3. Staff members who receive a post adjustment or a monthly mission allowance must complete section V of the questionnaire concerning housing assistance information (see paras. 22 and 23 below).

4. Executive and administrative officers will be responsible for distributing this circular to each of their staff members and returning only the questionnaire part, duly completed and signed, to the Allowances and Benefits Unit by 1 May 1992.

* Personnel Manual index No. 3340.

5. Staff members are responsible under the Staff Rules for promptly notifying the Secretary-General in writing of any changes in their marital or dependency status. Notification of changes which occur after the questionnaire has been returned to the executive or administrative officer and which could not have been foreseen at the time should be made in writing to the Allowances and Benefits Unit, Office of Human Resources Management, room S-2550.

Dependent spouse

6. A dependent spouse of a staff member as defined in staff rule 103.24 (a) is one who has no occupational earnings or whose gross occupational earnings do not exceed the earnings limit established for this purpose in rule 103.24. This earnings limit is the gross salary of the lowest entry level of the General Service salary scale applicable at the spouse's place of work. In addition, in the case of a spouse of a staff member in the Professional category and above, the spouse's occupational earnings may not exceed the gross salary of G-2, step 1, for New York, for recognition as a dependent spouse.

7. For New York, the earnings limit for 1991 was \$24,538 gross per year, and for 1992 it is \$25,578 gross per year (the gross salary in effect on 1 January of the year concerned for a staff member at G-2, step 1). For other duty stations, the earnings limit is equivalent to the lowest entry level of the United Nations General Service salary scales, effective 1 January 1991 or 1992, as appropriate, for the duty station concerned.

8. Staff in the General Service and related categories will receive for a dependent spouse the spouse allowance established for the duty station. Staff in the Professional category and above and in the Field Service category will receive a dependency benefit in the form of salary and post adjustment at the dependency rates. The amount of this benefit is the difference between salary and post adjustment at the single rates and salary and post adjustment at the dependency rates.

9. When the spouse's occupational earnings exceed the established earnings limit, no dependency benefit (spouse allowance or dependency rates of salary and post adjustment) will be paid in his/her respect. However, an adjusted dependency benefit may be paid when the spouse's gross occupational earnings are less than the sum of the earnings limit and the appropriate dependency benefit. The adjustment benefit will be equal to the amount by which the sum of the earnings limit and the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

10. In accordance with paragraph 5 above, it is the staff member's responsibility to report promptly any change in the occupational earnings of his/her spouse, which may affect his/her dependency status. In cases where the staff member was paid a dependency benefit and where his/her spouse received occupational earnings in 1991, proof of earnings such as the W-2 form or copy of the tax return should be attached to the questionnaire before it is

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returned to the executive or administrative officer. Where a dependency benefit was paid in respect of a spouse on the basis of estimated occupational earnings for 1991 but the actual occupational earnings during that year were in excess of the established level, the overpayment will be recovered from the staff member's salary. Conversely, where a dependency benefit was not paid because the estimated earnings exceeded the established level but the actual earnings were below that level, such benefit will be paid to the staff member retroactively.

11. Staff members wishing to claim the spouse allowance for the first time or to have the benefit reinstated, if earnings for 1991 or estimated earnings for 1992 are below the limits specified in paragraph 7 above, should submit a request in writing for the attention of the Allowances and Benefits Unit, to be returned together with the completed questionnaire to their executive or administrative officer by the prescribed deadline.

Dependent children

12. As defined in staff rule 103.24 (b) and paragraph 3 of administrative instruction ST/AI/278/Rev.1 on the definition of dependency status, the following children may be eligible for dependency status:

- (a) A staff member's natural child;
- (b) A staff member's legally adopted child;
- (c) A staff member's stepchild, if residing with the staff member;
- (d) If legal adoption of the child is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, then a child in respect of whom the following conditions are met:
 - (i) The child resides with the staff member;
 - (ii) The staff member can be regarded as having established a parental relationship with the child;
 - (iii) The child is not a brother or sister of the staff member;
 - (iv) The number of children for which dependency benefits are being claimed by the staff member under this subparagraph does not exceed three.

13. For any of the above-mentioned children to be recognized as a staff member's dependent child, the following requirements must be met:

- (a) (i) The child must be under the age of 18 years;

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- (ii) If the child is 18 years or older but under the age of 21 years, he/she must be in full-time attendance at a school or university (or similar institution);

- (b) The staff member must provide main and continuing support for the child.

The age and school attendance requirements indicated under (a) above will be waived if a child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

14. A children's allowance is payable for each dependent child of a staff member. In the case of staff in the General Service and related categories, the amount of the children's allowance is established for each duty station. In the case of staff in the Professional category and above and in the Field Service category, the amount of the children's allowance is that established in staff regulation 3.4. However, in the case of a staff member in the Professional category and above or in the Field Service category who has no dependent spouse, the staff member will receive for the first child, in lieu of the children's allowance, the dependency rates of salary and post adjustment. This benefit is granted subject to paragraph 15 below.

15. For payment of a dependency benefit in respect of a child in the form of salary and post adjustment at the dependency rates staff rules 103.7 (b) (i) and 103.17 (b) (ii) require that the staff member provide substantial and continuing support for one or more of his/her children. For the provision of such support to be recognized, the sum of the staff member's (a) gross salary less the difference between the single and dependency rates of net salary and (b) post adjustment at the single rate must not be less than two thirds of the gross occupational earnings of his/her spouse. If this requirement is not met, the staff member will receive salary and post adjustment at the single rate and dependency allowance for the child.

16. If a staff member or his/her spouse receives a dependency benefit in the form of a government grant in respect of a child, the amount is subtracted from any dependency benefit payable by the United Nations in respect of that child. The amount of any such grant received in respect of each child should be indicated in section III of the questionnaire.

17. It is the staff member's responsibility to give written notice to the Allowances and Benefits Unit if his/her child marries. If the staff member continues to claim the child as a dependant, documentary evidence satisfactory to the Secretary-General is required under paragraph 19 below for the child to continue to be recognized as his/her dependant.

18. It is also the staff member's responsibility to give written notice to the Allowances and Benefits Unit if his/her child ceases to be in full-time attendance at an educational institution. The staff member is required to submit a certificate of school attendance for his/her dependent child between

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the ages of 18 and 21 at the end of each school year, even if the staff member does not receive an education grant. While an effort will be made to remind staff members of this obligation, failure to submit the school certificate will result in discontinuance of the dependency benefits and in recovery of any overpayment. The dependency status of a child between the ages of 18 and 21 continues through a period of vacation only if the child enrolls for full-time attendance after the vacation. Otherwise, the dependency status ceases as of the last day of attendance of the preceding school term.

19. In addition to the staff member's certification that he/she provides main and continuing support, documentary evidence of such support satisfactory to the Secretary-General will always be required if a child:

- (a) Does not reside with the staff member because of divorce or legal separation;
- (b) Is married;
- (c) Is regarded as a dependent child under paragraph 3 (d) of administrative instruction ST/AI/278/Rev.1.

Secondary dependant

20. A dependency allowance is payable in respect of only one secondary dependant. It is not payable for a secondary dependant if the staff member is already receiving dependency benefits in respect of a dependent spouse. A secondary dependant may be the father, mother, brother or sister of the staff member of whose financial support the staff member provides one half or more, and, in any case, at least twice the amount of the dependency allowance. In the case of a brother or sister, he/she must be under the age of 18 or, if in full-time attendance at a school or university (or similar educational institution), under the age of 21. However, if the brother or sister is either physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to age and school attendance will be waived.

21. Initial claims for a secondary dependant benefit that fulfil the requirements of paragraph 20 above must be submitted in writing for the attention of the Allowances and Benefits Unit, to be returned together with the completed questionnaire to their executive or administrative officer by the prescribed deadline.

Housing assistance

22. Rental deductions will be effected when staff members receive housing assistance including housing provided by the Organization, by a Government, or by a related institution free of charge or at rents substantially lower than the average rents used in calculating the post adjustment index for the duty station. The purpose of these deductions is to maintain equity in the application of the post adjustment system among staff members of the duty station.

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23. For those in receipt of a subsidy, it has already been determined that their rented accommodations are of a reasonable standard but that they cost significantly more than the average for their duty station thereby entitling them to a subsidy to alleviate the hardship.

Designation of beneficiary

24. Staff members are required under staff rule 112.5 to notify the Secretary-General of any revocations or changes of beneficiaries. A beneficiary for the purposes of the rule is designated at the time of appointment on the "Designation, change or revocation of beneficiary" form (P.2 [10.83]). Staff members, particularly those who made the designation at the time of their appointment many years ago, are urged to review through their personnel officer whether their original designation is still correct and to make any changes thereto if they wish.

25. It is also suggested that staff members take this opportunity to examine their original designation of beneficiaries for the United Nations Joint Staff Pension Fund and for the Group Life Insurance Plan. Notification of changes should be sent to the Secretary of the Pension Fund, room S-765, or to the Insurance Section, room S-2755, as appropriate.

QUESTIONNAIRE ON DEPENDENCY STATUS

(Please type or print)

INDEX NO.	LAST NAME	FIRST NAME	LEVEL	DEPARTMENT	EXT.

I. PERSON TO BE NOTIFIED IN CASE OF ACCIDENT	NAME:
	ADDRESS:
	
	TEL. NO.:

II. Has there been a change in your marital status since 1991? YES [] NO []
(Please read carefully paras. 6-11 of circular ST/IC/1992/12)

1. Spouse's gross occupational earnings in 1991: CURRENCY & AMOUNT: _____
 Attach statement of earnings, e.g., W-2 form or income tax return.

2. Spouse's estimated gross occupational earnings for 1992: CURRENCY & AMOUNT: _____

III. Has there been a change in the status of your dependent children since 1991? YES [] NO []
(Please read carefully paras. 12-19 of circular ST/IC/1992/12)

1. Have any of your dependent children reached age 18-21 since 1991? YES [] NO []

2. Have any of your dependent children married? YES [] NO []

3. Do you receive benefits in the form of government grants in respect of your dependent children? YES [] NO []

If yes, indicate amount of grant per annum per child. CURRENCY & AMOUNT: _____

IV. Has there been a change in the status of your secondary dependant? YES [] NO []
(Please read carefully paras. 20-21 of circular ST/IC/1992/12)

V. Excluding rental subsidy from the Organization, are you provided with housing assistance by the Organization, a Government or a related institution? YES [] NO []
(Please read carefully paras. 22-23 of circular ST/IC/1992/12)

NOTE: IF YOU HAVE INDICATED A CHANGE IN ANY OF THE SECTIONS ABOVE, YOU WILL BE CONTACTED BY THE ALLOWANCES AND BENEFITS UNIT TO PROVIDE RELEVANT DOCUMENTATION.

VI. I HEREBY CERTIFY that the information provided in this questionnaire is true to the best of my knowledge and belief.

Signature of staff member: _____ Date: _____

PLEASE DETACH AND RETURN TO YOUR EXECUTIVE OR ADMINISTRATIVE OFFICER.



Secretariat

ST/IC/1992/13
27 February 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: INTERNATIONAL WOMEN'S DAY

1. The Group on Equal Rights for Women in the United Nations has organized an assembly to be held on 6 March 1992 in the Trusteeship Council Chamber from 10.30 a.m. to noon to mark International Women's Day.

2. The Secretary-General will address the assembly. Other speakers will be Mr. William H. Draper, Administrator, United Nations Development Programme (UNDP), Mr. James P. Grant, Executive Director, United Nations Children's Fund (UNICEF), and Dr. Nafis Sadik, Executive Director, United Nations Population Fund (UNFPA).

3. Staff members wishing to participate in this event shall be released from their duties subject to the exigencies of the service, and should be in their seats by 10.15 a.m.



Secretariat

ST/IC/1992/14
28 February 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for General Services

Subject: COMPUTER VIRUS ALERT

1. There is a computer virus in worldwide circulation, which is timed to activate on 6 March 1992, the birthday of Michelangelo, the Renaissance painter and sculptor, and hence it is known as the Michelangelo virus. The virus represents a possible serious threat to computers in the Organization. All staff members should, therefore, be aware of the potential danger to personal computers (PCs) and should take steps to avoid a general infestation.
2. A virus is a special program, usually invisible to the PC user, which attaches itself to microcomputer programs and data. Having established itself in a PC, it then proceeds to damage programs, documents and data files. The virus may, for example, delete all files from the computer's hard disk. Alternatively, it may alter programs and data files in subtle ways, so that inaccuracies in data or documents result. Sometimes viruses will degrade system performance so that the PC becomes unresponsive. Occasionally, a virus may display unusual messages, or cause intermittent hardware malfunctions. In any event, the results of a virus are malicious and destructive to the PC.
3. Viruses are contracted by installing software which itself contains the virus. Although in the past viruses were not transmitted by copying data files and documents from one PC to another, more recent viruses have been developed that can be transmitted from diskettes that contain only data. Even software which at first appears to be properly wrapped and with a licence agreement that appears legitimate may be infected. If a diskette containing a virus is used on a PC, the user's system quickly becomes infected and loss of valuable data will ensue.
4. Because of the problems associated with viruses, the Office Automation Service recommends that the following guidelines be followed by each PC user:

(a) Know your software source. Install software only if it has been obtained from the Office Automation Service, or if it is in the original sealed package obtained from a reputable dealer. Do not install any software that arrives unsolicited in the post;

(b) Do not copy software from another PC. Your neighbour's PC may have already been infected with a virus. Likewise, the one you use at home may be infected. Apart from being dangerous, copying software is not allowed by the United Nations. You must be able to show proof that the software was obtained according to the terms and conditions of the licence agreement;

(c) Check all diskettes coming from field projects or other duty stations. People returning from missions with data diskettes or staff receiving diskettes from other sources (e.g., other duty stations or other organizations) in the pouch or by post should have these diskettes checked for viruses by the Office Automation Service staff. Come to room S-1917 with your diskettes or telephone the Office Automation Service hotline on extension 3-3157 to schedule this service;

(d) Never download any software from a bulletin board. This is one of the most common ways of infecting individual PCs. From there the infection spreads to entire workgroups as the bulletin board software is copied;

(e) Make frequent back-ups of documents and data files. No matter how careful you may be, a virus could become resident on your PC. If your critical files and documents are backed up regularly, you will be able to reload your programs and restore your data from your back-up diskettes so that the amount of downtime you suffer will be minimal;

(f) If you suspect that your PC is infected, contact the Office Automation Service hotline (ext. 3-3157) immediately. The Office Automation Service has viral detection programs that can be run to determine if your machine has been infected. If so, a certain amount of diagnostic work will need to be done to correct the problem. Do NOT attempt to repair the damage yourself.

5. Please feel free to contact the Office Automation Service if you have questions or comments concerning the above guidelines or about viruses in general.



Secretariat

ST/IC/1992/15
2 March 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: APPOINTMENTS, PROMOTIONS AND OTHER STAFF CHANGES

1. The present information circular contains a listing of the appointments, promotions and other changes concerning staff in the Professional category and above which were reported to the Planning and Information Section, Office of Human Resources Management, during the period 1 October to 31 December 1991. Other staff changes that have taken place during this period will be shown in future issues of this circular.

2. The present circular contains two separate listings of promotions, transfers and reassignments: one, for staff changes taking place under the vacancy management and staff redeployment system and one for staff changes taking place under alternative arrangements. The format of future circulars will be adjusted as appropriate in the light of administrative instruction ST/AI/373 of 23 December 1991, on placement and promotion.

3. Any necessary corrections to the information contained in the present circular should be indicated in the space provided below with appropriate comments and returned to the Planning and Information Section, room S-2465, THROUGH THE EXECUTIVE OR ADMINISTRATIVE OFFICER of the department or office concerned.

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Information in question :

Page :	Name :
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Correction (where applicable) :

Name : (Mr.) (Mrs.) (Miss) (Ms)	
Functional Title :	
Nationality :	Department :
Grade :	Effective Date :

Comments : _____

**Executive/Administrative
Officer**

PERSONNEL MOVEMENTS

(October - December 1991)

1. Appointments

<i>Name</i>	<i>Functional Title</i>	<i>Nationality</i>	<i>Grade</i>	<i>Office</i>
Alzamora Traverso , Carlos Mr.	Executive Secretary	Peru	ASG	UNCC
Raboin , Michael F. Mr.	Deputy Executive Secretary	U S A	D-2	UNCC
Al-Khalidi , Thouka Miss	Senior Economic Affairs Officer	Iraq	P-5	ESCWA
Bishopric , Suzanne Mrs.	Deputy Treasurer	U S A	P-5	AMOPBF
Del Castillo , Graciana Mrs.	Senior Economic Affairs Officer	Uruguay	P-5	DIEC
De Stickere , Roland Mr.	Chief of Unit	Belgium	P-4	UNOG
Gleria , Assunta Miss	Human Settlements Officer	Italy	P-4	UNCHS
Henshaw , Richard M. Mr.	Economic Affairs Officer	New Zealand	P-4	ESCAP
Mat Yusof , Khairuddin Mr.	First Officer	Malaysia	P-4	SPA
Roosevelt , Robin Mr.	Information Officer	U S A	P-4	DPI
Shishkin , Sergei Mr.	Auditor	Russian Fed	P-4	AMIAD
Suit , Aggrey Z. Mr.	Industrial Development Officer	Uganda	P-4	ECA
Aronson , Marie-Louise Mrs.	Verbatim Reporter	Belgium	P-3	CS
Benzine , Marie-Helene Mrs.	Translator	France	P-3	CS
Ernstberger , Josef Mr.	Economic Affairs Officer	Germany	P-3	WFC
Gonsalves , Juliana C. Mrs.	Economic Affairs Officer	U S A	P-3	ECA
Houk , Marian Mrs.	Radio Producer	U S A	P-3	DPI
Lee , Donald L. P. Mr.	Transnational Corporations Affairs Officer	Australia	P-3	ESCAP
Radwan , Mohamed El-Sayed Mr.	Economic Affairs Officer	Egypt	P-3	ESCWA
Shenton , Alan Mr.	Translator	United Kingdom	P-3	UNHQ
Trujillo , Catalina H. Mrs.	Human Settlements Officer	U S A	P-3	UNCHS
Varadharaj , Ganapathy Mr.	Economic Affairs Officer	India	P-3	UNCTAD
Wressnig , Anton Mr.	Information Officer	Austria	P-3	UNOV
Asai , Yuka Ms.	Librarian	Japan	P-2	UNOG
Calvert , Isobel R. Miss	Associate Officer	New Zealand	P-2	UNOV
Edwald , Tryggvi Mr.	Systems Analyst	Iceland	P-2	TCD
Gheorghe , Eugen M. Mr.	Information Officer	Romania	P-2	DPI
Hills , Adrian Mr.	Auditor	New Zealand	P-2	AMIAD
Hoshino , Mami Miss	Information Officer	Japan	P-2	UNCHS
Lepeu , Caroline Mrs.	Procurement Officer	Germany	P-2	UNOG
Mayer , Jorg Dieter Mr.	Economic Affairs Officer	Germany	P-2	UNCTAD
Orthofer , Rudolf Mr.	Associate Officer	Austria	P-2	UNEP
Potvin , Thierry Mr.	Press Officer	Canada	P-2	UNOG
Saul , Rocio Mrs.	Programme Management Officer	Australia	P-2	ECLAC
Silva , Antonio C. Mr.	Librarian	Brazil	P-2	CS
Ventura , Hugo Mr.	Associate Officer	Guatemala	P-2	ECLAC
Warrek , Patricia A. Miss	Administrative Officer	Australia	P-2	UNCHS

2. Promotions

<i>Name</i>	<i>Functional Title</i>	<i>Nationality</i>	<i>Grade</i>	<i>Office</i>
Al-Khatib , Nabil Mr.	Chief of Division	Lebanon	D-1	ESCWA
McAndrew , Thomas Mr.	Chief Administrative Officer	Ireland	D-1	UNIKOM
Lannegrace , Nicole Ms.	Second Officer	France	P-5	ORCI
Amores-Mantas , Lilia Mrs.	Administrative Officer	U S A	P-4	EOSG
Edwards , Kenneth Mr.	Budget Officer	Guyana	P-4	CS

PERSONNEL MOVEMENTS

(October - December 1991)

2. Promotions (Continued)

Name	Functional Title	Nationality	Grade	Office
Lukas, Ellen Miss	Information Officer	U S A	P-4	DPI
Abramov, Evgueni Mr	Translator	Russian Fed	P-3	UNOG
Chaki-Kawamura, Kumiko Ms	Legal Officer	Japan	P-3	AMOHMR
Cheng, Ping Mrs	Translator	China	P-3	CS
Jiang, Rong Mr	Translator	China	P-3	CS
Korotaev, Alexei Mr	Translator	Russian Fed	P-3	UNOG
Ni, Pei-Jun Miss	Translator	China	P-3	CS
Saenko, Alexandre Mr	Editor	Russian Fed	P-3	CS
Samayoa, Yolanda Ms	Editor	Colombia	P-3	CS
Sheviak, Vitaly Mr	Interpreter	Russian Fed	P-3	CS
Soloviev, Igor Mr	Interpreter	Russian Fed	P-3	CS
Voronine, Alexandre Mr	Translator	Russian Fed	P-3	UNOG
Arriagada, Irma Mrs	Social Affairs Officer	Chile	P-2	ESCWA
Bongoy-Mawalla, Doreen G Mrs	Budget Officer	U Rep Tanzania	P-2	ECA
Saliba, May Z Mrs	Administrative Officer	Lebanon	P-2	UNCTAD
Sniffen, James Mr	Information Officer	U S A	P-2	UNEP
Martinez, Theresa Mrs	Programme Officer	Philippines	P-1	ECLAC

3. Transfers

Name	Functional Title	Nationality	Grade	From	To
Halbwachs, Jean-Pierre Mr	Chief of Service	Mauritius	D-1	AMOPBPF	UNEP
Archambault, Alain Mr	Senior Translator	France	P-5	UNOG	CS
Lubomudrov, Vladimir A Mr	Information Officer	Russian Fed	P-4	DPI	CS
Alidio, Maria Felisa B Mrs	Statistician	Philippines	P-2	ESCWA	IESA

4. Under the Vacancy Management and Staff Redeployment System

a. Promotions

Name	Functional Title	Nationality	Grade	Office
Bastagli, Francesco Maria Mr	Principal Officer	Italy	D-1	UNOV
Chamie, Joseph Mr	Assistant Director	U S A	D-1	IESA
Haensel, Gerhard W Mr	Chief of Unit	Germany	D-1	DPI
Mehu, Pierre Mr	Principal Officer	Haiti	D-1	UNOG
Bartosch, Vladislava Ms	Senior Systems Analyst	Germany	P-5	AMOGS
Bunch, William A Mr	Senior Secretariat Services Officer	U S A	P-5	OPGS
Burnett, Hazel Ms	Director, Information Centre	Guyana	P-5	DPI/Jakarta
Butler, William O Mr	Chief of Section	U S A	P-5	TCD
Chambers, Brian Mr	Senior Economic Affairs Officer	Ireland	P-5	UNCTAD
Cornford, Andrew Mr	Senior Economic Affairs Officer	United Kingdom	P-5	UNCTAD
El-Said, Mahmoud Mr	Director, Information Centre	Egypt	P-5	DPI/Manila
Ferrara, Amy Mrs	Chief of Section	U S A	P-5	IESA
Gastal, Alfredo Mr	Senior Chief of Division	Brazil	P-5	ECLAC
Hannig, Cristina Ms	Chief of Section	Chile	P-5	IESA
Kahnert, Andreas Mr	Statistician	Germany	P-5	ECE
Khan, Aminur Rohman Mr	Chief of Section	Bangladesh	P-5	IESA

PERSONNEL MOVEMENTS

(October - December 1991)

4. Under the Vacancy Management and Staff Redeployment System

a. Promotions (Continued)

Name	Functional Title	Nationality	Grade	Office
Klein, Helga Mrs.	Chief of Section	U S A	P-5	HR
Ludwig, Robin Ms.	Senior Political Affairs Officer	U S A	P-5	PSCA
Madar-Shahi, Mehri Ms.	Management Analysis Officer	Iran Islam Rep	P-5	AMOPBF
Noel, Guy Mr.	Senior Translator	France	P-5	UNOG
Salin, Remi Mr.	Senior Translator	France	P-5	UNOG
Tharoor, Shashi Mr.	Special Assistant to the U-S-G	India	P-5	SPA
Tsao, Irene C. Mrs.	Chief of Unit	China	P-5	IESA
Tsen, Chung-Lu Louis Mr.	Senior Translator	China	P-5	UNOG
Zaied, Khalied Mr.	Chief of Section	Libyan Arab J	P-5	ESCWA
Almana, Fatima Ms.	Industrial Development Officer	Saudi Arabia	P-4	ESCWA
Asombang, Wilfred Mr.	Public Administration Officer	Cameroon	P-4	ECA
De Barros, Alexandre Mr.	Secretariat Services Officer	Brazil	P-4	OPGS
Golubev, Eugeny Mr.	Interpreter	Russian Fed	P-4	UNOG
Latimer, Malcolm J. Mr.	Translator	United Kingdom	P-4	CS
Li, Zheng-Ren Mr.	Interpreter	China	P-4	UNOG
Mathangani, Joan Lesley Mrs.	Procurement Officer	Australia	P-4	AMOGS
Miles, Lottie Ms.	Administrative Officer	U S A	P-4	TCD
Miller, Georgette Mrs.	Legal Officer	U S A	P-4	AMOHM
Ndulo, Muna Mr.	Legal Officer	Zambia	P-4	OLA
Perrin, Timothy M. Mr.	Translator	U S A	P-4	CS
Pires, Cesar Mr.	Interpreter	Argentina	P-4	Sahara
Qian, Haiyan Ms.	Scientific Affairs Officer	China	P-4	UNCSTD
Sangale, Ayaga Mr.	Auditor	Kenya	P-4	AMIAD
Smirnov, Mikhail V. Mr.	Interpreter	Russian Fed	P-4	UNOG
Swarbrick, Peter Mr.	Assistant to Under-Secretary-General	United Kingdom	P-4	CS
Zapata, Ricardo Mr.	Economic Affairs Officer	Mexico	P-4	ECLAC
Desnouveaux, Dominique Miss	Translator	France	P-3	CS
Dovgopoly, Dmitry G. Mr.	Procurement Officer	Ukraine	P-3	AMOGS
Ehrenfeldner, Margarethe Ms.	Programmer-Analyst	Austria	P-3	IESA
Francis, Hensley Mr.	Statistician	Grenada	P-3	IESA
Kaouakib, Kenza Ms.	Programme Officer	Morocco	P-3	IESA
Kell, Georg Mr.	Economic Affairs Officer	Germany	P-3	UNCTAD
Mokonyana, Susan M. Miss	Staff Welfare Officer	Lesotho	P-3	ECA
Otsubo, Shigeru Mr.	Economic Affairs Officer	Japan	P-3	IESA
Serna Hidalgo, Braulio Mr.	Programme Officer	Honduras	P-3	ECLAC
Stozek, Carlos Mr.	Chief of Section	Brazil	P-3	ECLAC
Theofilopoulou, Anna Miss	Transnational Corporations Affairs Officer	U S A	P-3	CTC
Wahnschafft, Ralph Dieter Mr.	Economic Affairs Officer	Germany	P-3	ESCAP

4. Under the Vacancy Management and Staff Redeployment System

b. Reassignments (within the same office)

Name	Functional Title	Nationality	Grade	Office
Bucht, Birgitta Ms.	Acting Chief of Section	Sweden	P-5	IESA
Roffe-Rosenfeld, Pedro Mr.	Acting Chief	Chile	P-5	UNCTAD

PERSONNEL MOVEMENTS

(October - December 1991)

4. Under the Vacancy Management and Staff Redeployment System

b. Reassignments (within the same office) (Continued)

Name	Functional Title	Nationality	Grade	Office
Wegener, Geraldine Mrs.	Acting Chief of Branch	Switzerland	P-5	UNCTAD
Brennan, Ellen Ms.	Acting Chief of Section	U S A	P-4	IESA
Fomerand, Jacques F. Mr.	Programme Officer	France	P-4	IESA
Kimball, Mary Eliza Ms.	Political Affairs Officer	U S A	P-4	SPA
Valdes, Maria Adriana Miss	Chief of Division	Chile	P-4	ECLAC
Vargas-Saborio, Bernal Mr.	Director, Information Centre	Costa Rica	P-4	DPI/Madrid
Baumann Neves, Renato Mr.	Economic Affairs Officer	Brazil	P-3	ECLAC
Bengzon, Manuel Luis Mr.	Statistician	Philippines	P-3	IESA
Cubeiro, Antonia Mrs.	Economic Affairs Officer	U S A	P-3	TCD
Demerle, Anne M. Miss	Chief of Group	U S A	P-3	CS
Dos Santos, Carlos Mr.	Director, Information Centre	Cape Verde	P-3	DPI/Lisbon
Fabian, Pierre Mr.	Information Officer	U S A	P-3	DPI
Hanuch, Katya Miss	Budget Officer	Chile	P-3	ECLAC
Legaspi, Ma Aurita N. Ms.	Compensation Officer	Philippines	P-3	AMOHRM
Ostensson, Olle Mr.	Economic Affairs Officer	Sweden	P-3	UNCTAD
Thomas, Harmon Mr.	Economic Affairs Officer	Liberia	P-3	UNCTAD
Wilke, Detlef Mr.	Political Affairs Officer	Germany	P-3	PSCA
Barsk-Rundquist, Elisabeth Ms.	Economic Affairs Officer	Sweden	P-2	IESA
De Montagnac, Allan Mr.	Acting Chief of Unit	Jamaica	P-2	AMOGS
Florez-Medina, Ana Bertilda Mrs.	Librarian	Spain	P-2	CS
Weisbrot, Barada Merri Ms.	Training Officer	U S A	P-2	AMOHRM

4. Under the Vacancy Management and Staff Redeployment System

c. Transfers (between different offices)

Name	Functional Title	Nationality	Grade	From	To
Burnett, Marguerite Mrs.	Officer-in-Charge	Guyana	P-5	AMOGS	ECA
Gadalla, Helen Mrs.	Administrative Officer	U S A	P-4	HR	TCD
Krumenacker, Albine Mrs.	Copy Preparer	France	P-3	CS	UNOG

5. Retirements

Name	Functional Title	Nationality	Grade	Office	Effective
El-Attrash, Abdallah Mr.	Senior Programme Management Officer	Syrian Arab Rp	P-5	ESCWA	30 Sep 91
Gutierrez, Sylvia Mrs.	Representative	Chile	P-5	ECLAC	31 Oct 91
Koukoku-Louya, G. Mr.	Senior Economic Affairs Officer	Congo	P-5	ECA	31 Oct 91
Nicholson, Valee M. Mr.	Senior Political Affairs Officer	Jamaica	P-5	PSCA	31 Oct 91
Chaves, Sergio Mr.	Interpreter	Argentina	P-4	UNOG	31 Oct 91
Lin, Ching-Huang Mr.	Reviser	China	P-4	CS	31 Oct 92
Pozzi, Hector R. Mr.	Translator	Argentina	P-4	CS	31 Oct 91
Grosrey, Roger Mr.	Procurement Officer	France	P-3	UNOG	30 Nov 91
Mammo, Abraham Mr.	Administrative Officer	Ethiopia	P-3	ESCWA	31 Jul 91
Mazzeo, Maria Yolanda Ms.	Auditor	U S A	P-3	AMIAD	31 Oct 91
Barbosa, Alma Miss	Editor	Mexico	P-2	ECLAC	30 Sep 91

PERSONNEL MOVEMENTS

(October - December 1991)

6. Other Separations

<i>Name</i>	<i>Functional Title</i>	<i>Nationality</i>	<i>Grade</i>	<i>Office</i>	<i>Effective</i>
Tabbarah, Riad S. Mr.	Chief of Division	Lebanon	D-1	ESCWA	01 Sep 91
Cherif, Anouar Mr.	Senior Information Officer	Tunisia	P-5	DPI	30 Nov 91
Gaulkin, Charles Mr.	Spokesman for the Secretary-General	U S A	P-5	UNFCYP	31 Oct 91
Moursi, Rajaa Mr.	Chief of Service	Jordan	P-5	ESCWA	01 Sep 90
Puppo, Jose Maria Mr.	Chief of Office	Uruguay	P-5	ECLAC	30 Nov 91
Khomenko, Andrei Mr.	Economic Affairs Officer	Russian Fed	P-4	UNCTAD	31 Oct 91
Dabdoub, Abdul-Hak Mr.	Systems Analyst	Iraq	P-3	ESCWA	30 Nov 90
Golovin, Dmitri Mr.	Interpreter	Russian Fed	P-3	CS	10 Nov 91
Hewitt, Stephen Michael Mr.	Translator	U S A	P-3	ESCWA	28 Sep 91
Huaraka, Tunguru Mr.	Human Rights Officer	Namibia	P-3	HR	16 Aug 91
Le Louerec, Francis Mr.	Proofreader/Copy Preparer	France	P-3	UNOG	30 Sep 91
Lightbourne, Robert E. Mr.	Political Affairs Officer	U S A	P-3	IESA	01 Oct 91
Zatravkine, Igor Mr.	Translator	Russian Fed	P-3	UNOG	30 Sep 91
Austen-Peters, Adegboyega Mr.	Human Rights Officer	Nigeria	P-2	HR	30 Sep 91
Fahoum, Abear Sabih Miss	Editor	Jordan	P-2	ESCWA	30 Apr 91
Hesse-Kreindler, Dagmar R. Mrs.	Investment Officer	Germany	P-2	PFIMS	20 Mar 91
Hopenhayn, Martin Mr.	Social Affairs Officer	U S A	P-2	ECLAC	30 Sep 91
Kawaura, Akihiko Mr.	Economic Affairs Officer	Japan	P-2	ESCAP	24 Sep 91
Mittermann, Glenn Mr.	Social Affairs Officer	U S A	P-2	UNOV	31 Aug 91
Sanchez, Onesimo V. Mr.	Economic Affairs Officer	Panama	P-2	ECLAC	22 Sep 91
Schumann, Gunda Miss	Transnational Corporatns Affairs Off	Germany	P-2	CTC	06 Sep 91

PERSONNEL MOVEMENTS

(October - December 1991)

7. The Assistant Secretary-General for Human Resources Management regrets to announce the deaths of the following staff:

<i>Name</i>	<i>Functional Title</i>	<i>Nationality</i>	<i>Grade</i>	<i>Office</i>	
Goyanes, Jose / Mr.	Auditor	Spain	P-3	AMIAD	05 Mar 56 04 Nov 91
Qiu, Rong / Mr.	Translator	China	P-3	CS	01 Dec 54 31 Aug 91



Secretariat

ST/IC/1992/16
13 March 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED BASE SALARY SCALES FOR STAFF IN THE
PROFESSIONAL AND HIGHER CATEGORIES AND FOR
STAFF IN THE FIELD SERVICE CATEGORY*

1. In section V of resolution 46/191 of 20 December 1991, the General Assembly approved, with effect from 1 March 1992, a revised base salary scale for staff in the Professional and higher categories. This scale reflects the consolidation, on a no-gain no-loss basis, of six multiplier points into the net base salaries in effect under the previous base salary scale, which became effective on 1 March 1991. In the same resolution, the Assembly approved consequential changes in the rates of staff assessment used in conjunction with gross base salaries for staff with neither a dependent spouse nor a dependent child.

2. In accordance with the practice followed on the occasion of previous consolidations of multiplier points into net base salaries, upon implementation of the revised base salary scale, revised post adjustment indices and multipliers will be established by the International Civil Service Commission (ICSC) for all duty stations. The revised multipliers will be determined in such a way as to ensure that the revised net remuneration (base salary plus post adjustment) after consolidation is in line with the existing net remuneration. Changes in post adjustment classification due after 1 March 1992 will be effected on the basis of the movement of the newly consolidated post adjustment indices.

* Personnel Manual index No. 3110.

3. As a result of the implementation of the revised base salary scale, effective 1 March 1992 there will be consequential changes in the amounts of the mobility and hardship allowance applicable to staff who are currently in receipt of this allowance.

4. In its sixteenth (1990) annual report to the General Assembly, ^{1/} ICSC recommended, and the Secretary-General approved, that future adjustments of the salary scale applicable to staff in the Field Service category should be made by reference to adjustments to the salary scale for staff in the Professional and higher categories. Accordingly, the base salary scale for staff in the Field Service category has also been revised, effective 1 March 1992, to reflect: (a) the consolidation of six multiplier points into net base salaries; and (b) the revised rates of staff assessment used in conjunction with gross base salaries for staff with neither a dependent spouse nor a dependent child.

5. The revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category, effective 1 March 1992, showing gross salaries and their net equivalents after the application of staff assessment, are reproduced in annexes I and II to the present circular, respectively. The implementation of these scales will be reflected in the end of March 1992 payroll.

Notes

^{1/} Official Records of the General Assembly, Forty-fifth Session, Supplement No. 30 (A/45/30), para. 270 (e).

Annex I

SALARY SCALE FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 March 1992

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG Gross	137 508														
Net D	81 304														
Net S	73 003														
Assistant Secretary-General															
ASG Gross	124 560														
Net D	74 571														
Net S	67 436														
Director															
D-2 Gross	101 163	103 504	105 844	108 183	110 523	112 863									
Net D	62 405	63 622	64 839	66 055	67 272	68 489									
Net S	57 375	58 382	59 388	60 394	61 400	62 406									
Principal Officer															
D-1 Gross	90 926	90 992	92 958	94 923	96 889	98 855	100 837	102 840	104 842						
Net D	55 984	57 026	58 068	59 109	60 151	61 193	62 235	63 277	64 318						
Net S	51 673	52 605	53 537	54 469	55 400	56 332	57 265	58 196	59 127						
Senior Officer															
P-5 Gross	78 037	79 783	81 558	83 338	85 117	86 894	88 674	90 453	92 230	94 009	95 789	97 566	99 345		
Net D	50 140	51 083	52 026	52 969	53 912	54 854	55 797	56 740	57 682	58 625	59 568	60 510	61 453		
Net S	46 433	47 289	48 133	48 977	49 820	50 663	51 506	52 350	53 192	54 035	54 879	55 721	56 565		
First Officer															
P-4 Gross	63 635	65 313	67 015	68 717	70 420	72 122	73 824	75 528	77 230	78 931	80 645	82 383	84 117	85 851	87 587
Net D	42 349	43 269	44 188	45 107	46 027	46 946	47 865	48 785	49 704	50 623	51 542	52 463	53 382	54 301	55 221
Net S	39 368	40 198	41 032	41 866	42 701	43 535	44 369	45 204	46 038	46 871	47 701	48 525	49 346	50 168	50 991
Second Officer															
P-3 Gross	51 421	52 937	54 453	56 002	57 573	59 142	60 713	62 284	63 855	65 433	67 031	68 631	70 230	71 830	73 430
Net D	35 560	36 424	37 288	38 151	39 015	39 878	40 742	41 606	42 470	43 334	44 197	45 061	45 924	46 788	47 652
Net S	33 227	34 014	34 801	35 582	36 361	37 139	37 919	38 698	39 477	40 257	41 040	41 824	42 608	43 392	44 176
Associate Officer															
P-2 Gross	40 903	42 214	43 522	44 832	46 181	47 535	48 891	50 246	51 602	52 956	54 311	55 691			
Net D	29 483	30 256	31 028	31 801	32 573	33 345	34 118	34 890	35 663	36 435	37 207	37 980			
Net S	27 679	28 388	29 095	29 804	30 508	31 211	31 914	32 618	33 321	34 024	34 727	35 428			
Assistant Officer															
P-1 Gross	30 638	31 856	33 072	34 290	35 524	36 781	38 041	39 298	40 556	41 815					
Net D	23 339	24 082	24 824	25 567	26 309	27 051	27 794	28 536	29 278	30 021					
Net S	22 034	22 718	23 401	24 086	24 768	25 449	26 130	26 810	27 491	28 172					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Annex II
SALARY SCALE FOR THE FIELD SERVICE CATEGORY SHOWING ANNUAL GROSS SALARIES
AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 March 1992

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	Gross	63 173	64 938	66 733	68 528	70 324	72 122	73 920	75 717	77 513	79 309	81 128	82 960		
	Net D	42 095	43 066	44 036	45 005	45 975	46 946	47 917	48 887	49 857	50 827	51 798	52 769		
	Net S	39 139	40 014	40 894	41 774	42 654	43 535	44 416	45 296	46 176	47 056	47 930	48 798		
FS-6	Gross	51 812	53 398	54 984	56 625	58 269	59 913	61 555	63 200	64 842	66 513	68 187	69 859		
	Net D	35 783	36 687	37 591	38 494	39 398	40 302	41 205	42 110	43 013	43 917	44 821	45 724		
	Net S	33 430	34 254	35 077	35 891	36 706	37 522	38 336	39 152	39 967	40 786	41 607	42 426		
FS-5	Gross	43 546	44 853	46 200	47 553	48 907	50 260	51 612	52 967	54 319	55 696	57 100	58 502	59 904	
	Net D	31 042	31 813	32 584	33 355	34 127	34 898	35 669	36 441	37 212	37 983	38 755	39 526	40 297	
	Net S	29 108	29 815	30 518	31 220	31 923	32 625	33 327	34 030	34 732	35 430	36 127	36 822	37 517	
FS-4	Gross	37 444	38 531	39 614	40 698	41 783	42 868	43 953	45 039	46 161	47 284	48 407	49 491	50 653	51 775
	Net D	27 442	28 083	28 722	29 362	30 002	30 642	31 282	31 922	32 562	33 202	33 842	34 460	35 122	35 762
	Net S	25 807	26 395	26 981	27 568	28 155	28 742	29 329	29 915	30 498	31 080	31 663	32 226	32 829	33 411
FS-3	Gross	32 202	33 095	33 987	34 880	35 797	36 720	37 642	38 566	39 488	40 408	41 332	42 254	43 178	44 100
	Net D	24 293	24 838	25 382	25 927	26 470	27 015	27 559	28 104	28 648	29 191	29 736	30 280	30 825	31 369
	Net S	22 913	23 414	23 916	24 418	24 916	25 416	25 914	26 414	26 913	27 411	27 911	28 409	28 909	29 408
FS-2	Gross	27 833	28 595	29 359	30 125	30 915	31 703	32 454	33 279	34 066	34 856	35 666	36 480		
	Net D	21 585	22 065	22 546	23 026	23 508	23 989	24 447	24 950	25 430	25 912	26 393	26 873		
	Net S	20 414	20 857	21 302	21 745	22 189	22 632	23 054	23 518	23 960	24 404	24 845	25 286		
PS-1	Gross	24 111	24 750	25 410	26 081	26 752	27 424	28 095	28 767	29 438	30 113				
	Net D	19 213	19 635	20 058	20 481	20 904	21 327	21 750	22 173	22 596	23 019				
	Net S	18 218	18 611	19 004	19 394	19 785	20 176	20 566	20 957	21 348	21 739				

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.



Secretariat

ST/IC/1992/17
6 March 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: POST ADJUSTMENT CLASSIFICATION FOR NEW YORK*

1. In information circular ST/IC/1992/16 of 6 March 1992, staff members were informed that upon implementation of the revised base salary scale effective 1 March 1992, revised post adjustment indices and multipliers would be established by the International Civil Service Commission (ICSC) for all duty stations. The revised multipliers would be determined in such a way as to ensure that the revised net remuneration (base salary plus post adjustment) after consolidation was in line with the existing net remuneration.
2. In accordance with the above-mentioned procedure, ICSC has determined that post adjustment multiplier 45 should apply for staff in the Professional and higher categories serving in New York with effect from 1 March 1992. Accordingly, the Secretary-General has authorized the implementation of post adjustment multiplier 45 as of that date.
3. The annual amounts of post adjustment at multiplier 45 for each salary level and step are shown in the annex to the present circular.

* Personnel Manual index No. 3180.

Annex

POST ADJUSTMENT MULTIPLIER 45

(in United States dollars)

Effective 1 March 1992

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG															
Net D	3686.80														
Net S	32851.35														
Assistant Secretary-General															
ASG															
Net D	3356.95														
Net S	30346.20														
Director															
D-2															
Net D	28082.25	28629.90	29177.55	29724.75	30272.40	30820.05									
Net S	25818.75	26271.90	26724.60	27177.30	27630.00	28082.70									
Principal Officer															
D-1															
Net D	25192.80	25661.70	26130.60	26599.05	27067.95	27536.85	28005.75	28474.65	28943.10						
Net S	23252.85	23672.25	24091.65	24511.05	24930.00	25349.40	25755.75	26143.20	26530.65						
Senior Officer															
P-5															
Net D	22563.00	22987.35	23411.70	23836.05	24260.40	24684.30	25108.65	25533.00	25956.90	26381.25	26805.60	27229.50	27653.85		
Net S	20894.85	21280.05	21659.85	22039.65	22419.00	22798.35	23177.70	23557.50	23936.40	24315.75	24695.55	25074.45	25454.25		
First Officer															
P-4															
Net D	19057.05	19471.05	19884.60	20298.15	20712.15	21125.70	21539.25	21953.25	22366.80	22780.35	23193.90	23608.35	24021.90	24435.45	24849.45
Net S	17715.60	18089.10	18464.40	18839.70	19215.45	19590.75	19966.05	20341.80	20717.10	21091.95	21465.45	21836.25	22205.70	22575.60	22945.95
Second Officer															
P-3															
Net D	16002.00	16390.80	16779.60	17167.95	17556.75	17945.10	18333.90	18722.70	19111.50	19500.30	19888.65	20277.45	20665.80	21054.60	21443.40
Net S	14952.15	15306.30	15660.45	16011.90	16362.45	16712.55	17063.55	17414.10	17764.65	18115.65	18468.00	18820.80	19173.60	19526.40	19879.20
Associate Officer															
P-2															
Net D	13267.35	13615.20	13962.60	14310.45	14657.85	15005.25	15353.10	15700.50	16048.35	16395.75	16743.15	17091.00			
Net S	12455.55	12774.60	13092.75	13411.80	13728.60	14044.95	14361.30	14678.10	14994.45	15310.80	15627.15	15942.60			
Assistant Officer															
P-1															
Net D	10502.55	10836.90	11170.80	11505.15	11839.05	12172.95	12507.30	12841.20	13175.10	13509.45					
Net S	9915.30	10223.10	10530.45	10838.70	11145.60	11452.05	11758.50	12064.50	12370.95	12677.40					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.



Secretariat

ST/IC/1992/18
6 March 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: SEPARATION PAYMENTS FOR STAFF IN THE
PROFESSIONAL AND HIGHER CATEGORIES*

1. As indicated in information circular ST/IC/1991/17 of 5 March 1991, in accordance with the procedure approved by the International Civil Service Commission (ICSC) at its thirty-first (March 1990) session for staff members in the Professional and higher categories who were on board prior to 1 July 1990, separation payments, other than commuted annual leave, due on or after 1 March 1991 are calculated on the basis of either (a) the base salary scale effective 1 March 1991 or (b) the scale of separation payments effective 1 April 1990, whichever is higher. For staff members appointed on or after 1 July 1990, separation payments, other than commuted annual leave, are calculated on the basis of the base salary scale.

2. At its forty-sixth session, the General Assembly approved a revised base salary scale for staff in the Professional and higher categories, effective 1 March 1992. 1/ The revised base salary scale is higher at all levels than the scale of separation payments effective 1 April 1990. Accordingly, with effect from 1 March 1992 all separation payments (other than commuted annual leave) for staff in the Professional and higher categories will be calculated, irrespective of the date of appointment, on the basis of the base salary scale in effect at the time of separation. At the same time, the scale of separation payments effective 1 April 1990 and the annex to that scale effective 1 March 1991, which were reproduced in information circulars

* Personnel Manual index No. 9092.

ST/IC/1990/46 of 10 July 1990 and ST/IC/1991/17, respectively, are abolished with effect from 1 March 1992.

3. In accordance with the decision taken by the General Assembly in its resolution 44/198 of 21 December 1989, as from 1 July 1990 the lump sum payable in lieu of unused annual leave is determined on the basis of net remuneration (net base salary plus post adjustment) at the duty station from which the staff member separates.

Notes

1/ Section V of General Assembly resolution 46/191 of 20 December 1991.



Secretariat

ST/IC/1992/19
10 March 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SHUTDOWN OF ELECTRICAL POWER IN THE LIBRARY BUILDING,
CONFERENCE BUILDING AND THE SECOND FLOOR OF THE
SECRETARIAT BUILDING ON 14 AND 15 MARCH 1992

1. The purpose of the present circular is to inform staff members that there will be a shutdown of electrical power starting on Saturday, 14 March 1992 at 6 p.m. until 12 midnight on 15 March 1992. The air-conditioning system will be turned off throughout the entire building complex on both days. The shutdown is necessary to effect the work required on the short-circuit protection programme of the Headquarters complex. As a result, electrical services in the following areas will be affected:

(a) Library Building: Electrical power in the entire building including air-conditioning will be shut off;

(b) Conference Building: There will be no electrical power in the south end of the service drive, first basement, first floor, second floor and third floor;

(c) Secretariat Building:

(i) The entire air-conditioning system in the Secretariat Building will be turned off;

(ii) There will be no electrical power in the south end of the second floor, Department of Public Information.

2. In view of the above, the Library and Conference Buildings will be closed to the public. Staff members in the Library and the Conference Buildings and in the other areas affected are requested to ensure that all computers, word

processors, minicomputers, photocopiers and any other electrical equipment are unplugged before leaving the office on Friday, 13 March 1992. FAILURE TO DO SO MAY RESULT IN POTENTIAL DAMAGE TO THE ELECTRICAL EQUIPMENT.

3. The Secretariat Building will be provided with electrical power except as noted in subparagraph 1 (c) above. In the event of a General Assembly or Security Council meeting, the scheduled shutdown of electrical power will be postponed to a later date.

4. Additional information concerning the shutdown of electrical power may be obtained from the Buildings Management Service, extension 3-5838.



Secretariat

ST/IC/1992/20

11 March 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MEMBERSHIP OF THE SENIOR REVIEW GROUP TO ADVISE
THE SECRETARY-GENERAL ON THE FILLING OF POSTS
AT THE DIRECTOR (D-2) LEVEL*

1. By Secretary-General's bulletin ST/SGB/244 of 26 August 1991, staff members were informed of the decision to establish a Senior Review Group to advise the Secretary-General on the filling of vacant posts at the Director (D-2) level.

2. In accordance with paragraph 2 of that bulletin, the Secretary-General has appointed the following officials to serve as members and alternate members of the Senior Review Group as of the date of the publication of the present circular and until further notice:

Members

Mr. Eugeniusz Wyzner (Chairman)
Under-Secretary-General
Department of Public Information

Mr. Jean-Claude Aimé
Assistant Secretary-General
Executive Office of the
Secretary-General

**Mme Françoise Cestac
Assistant Secretary-General
Office of Conference Services
Assistant Secretary-General for
Human Resources Management as
ex officio member

Alternate members

Mr. Alvaro de Soto
Assistant Secretary-General
Executive Office of the
Secretary-General

**Mr. Giandomenico Picco
Assistant Secretary-General
Department of Political Affairs

* Personnel Manual index No. 4101.

** Member or alternate member appointed in consultation with the staff.

92-11593 3137d (E) 160392 160392



Secretariat

ST/IC/1992/21
16 March 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION

1. Attached to the present information circular is the first list of vacancies to be issued by the Office of Human Resources Management in accordance with administrative instruction ST/AI/373 of 23 December 1991 on placement and promotion.
2. The list includes current vacancies as well as posts identified by the departments and offices concerned as being likely to become vacant on or before 31 December 1992, except for those in the new Department of Economic and Social Development, which will be issued in an addendum to the present circular. A number of other departments and offices have yet to make their submissions. It also includes posts that are encumbered at a lower level than the post that is vacant. A number of these have been reclassified in the 1992-1993 budget and this has been indicated in each case.
3. In accordance with paragraph 7 of administrative instruction ST/AI/373, staff members interested in being considered for a listed vacancy may state their interest within three weeks from the date of publication of the present circular by addressing a memorandum, telegram or facsimile transmission to the Office of Human Resources Management, in which they indicate the number and functional title of the post they are interested in, as well as their name and index number.
4. Staff members should not include in their communications any information other than the post number and functional title of the post, as given in the attached list, and their full name and index number. The memorandum, telegram or facsimile transmission should be sent to the recruitment and placement officer at Headquarters who is responsible for the department or office in which the post is located. The name, room and fax numbers at Headquarters of

the recruitment and replacement officer appear at the top of the list of the department or office concerned. The officer will ensure that the department or office concerned is aware of all those who have expressed interest in a post in that department or office.

5. Some of these posts may be filled by the "lateral" transfer of a staff member (i.e., by a staff member at the same level as the post) from within or from outside the department or office concerned. Such transfers will take place in accordance with paragraph 6 or 8 of administrative instruction ST/AI/373. The post vacated by the staff member who is transferred will be included in a subsequent list.

6. It is important to note that in addition to those posts that may be filled by lateral transfers, others may not become available as expected as a result of the current restructuring or for various other reasons.

OFFICE OF LEGAL AFFAIRS

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
OJA-26195-T-P-5-001	P-5	Senior Legal Officer	Legal	New York
Supervises teams of legal officers negotiating and drafting contracts with firms and consultants on development project activities.				
UNK-26191-E-P-4-003	P-4	Legal Officer	Legal	Vienna
Deals with activities related to the preparation of comparative law research studies and the substantive servicing of UNCITRAL and its working groups.				
UNA-26194-E-P-4-004	P-4	Legal Officer	Legal	New York
Assists in the substantive servicing of the Sixth Committee, International Law Commission and deals with issues related to international law and its codification.				
UNA-26192-E-P-4-001	P-4	Legal Officer	Legal	New York
Assists the Chief in managing the Treaty Section's activities related to depositary functions and registration and publication of treaties (to be computerized).				
UNA-26111-E-P-3-001	P-3	Legal Officer	Legal	New York
Deals with legal aspects of peace-keeping and peace-making activities of the Organization.				
OJA-26111-E-P-3-001	P-3	Legal Officer	Legal	New York
Assists the Executive Secretary of the Administrative Tribunal in the preparation of cases brought before the Tribunal.				
UNA-26192-E-P-3-004	P-3	Legal Officer	Legal	New York
Reclassified				
In charge of registration of treaties.				

OFFICE OF LEGAL AFFAIRS
(Formerly: Office for Ocean Affairs and the Law of the Sea)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner,
Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-10231-E-D-1-001	D-1	Principal Law of the Sea/ Ocean Affairs Officer	Legal	New York
Monitors and reports, on a global basis, on all developments relating to the Law of the Sea Convention, and on the presentation of materials concerning its implementation.				
UNA-10231-E-P-5-002	P-5	Senior Law of the Sea/ Ocean Affairs Officer	Legal	New York
Monitors trends and developments in ocean law, policy and management.				
UNA-10112-E-P-5-001	P-5	Senior Law of the Sea/ Ocean Affairs Officer	Legal	New York
Deals with specialized aspects of law of the sea, dispute settlement and regional co-operation.				
UNA-10112-E-P-4-001	P-4	Administrative Officer	Administration	New York
Is responsible for all aspects of administration, budget, personnel and financial matters of the Office.				

DEPARTMENT OF POLITICAL AFFAIRS
(Formerly: Department of Political and Security Council Affairs)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner,
Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-07161-E-D-1-001	D-1	Secretary of the Committee	Political Affairs	New York
Is responsible for co-ordination and supervision of servicing of the Special Committee against Apartheid and for implementation of its decisions; acts as Director of Office of ASG.				
UNA-03122-E-D-1-001	D-1	Deputy Director and Chief of Section	Political Affairs	New York
Assists the Director of the Security Council and Political Committees Division and directs the work of the Official Report and Proceedings Section.				

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DEPARTMENT OF POLITICAL AFFAIRS (Cont'd)
(Formerly: Department of Political and Security Council Affairs)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-03122-E-P-4-002	P-4	Political Affairs Officer	Political Affairs	New York
Participates in the organization and supervision of Secretariat Services of the Security Council, and in the provision of substantive services to the Security Council and political committees.				
UNA-07161-E-P-4-004 Reclassified	P-4	Information Officer	Political Affairs	New York
Plans and implements promotional activities; arranges for special events, liaises with intergovernmental and non-governmental organizations for implementation of UN Declaration on South Africa; liaises with the media.				
UNA-03125-E-P-4-003 Reclassified	P-4	Political Affairs Officer	Political Affairs	New York
Conducts preparations for and services the yearly sessions of the relevant committees as they relate to International Co-operation in the Peaceful Uses of Outer Space. Is responsible for budgetary matters of the Outer Space Affairs Division.				
UNA-07161-E-P-3-004	P-3	Political Affairs Officer	Political Affairs	New York
As Assistant Secretary of the Special Committee against Apartheid, collaborates in the provision of substantive and meeting services.				
UNA-03122-E-P-3-000 Two posts: 001/002	P-3	Political Affairs Officer	Political Affairs	New York
Participates in the provision of substantive services to the Security Council to special mission and to the Special Political Committee; participates in the preparation of annual reports and repertoires.				

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DEPARTMENT OF POLITICAL AFFAIRS
(Formerly: Department for Disarmament Affairs)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner,
 Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
Not yet assigned	D-1	Chief of Branch	Political Affairs	Geneva
Is in charge of the Geneva Branch of DDA, whose main responsibilities concern the substantive servicing of the Conference on Disarmament and its <u>Ad Hoc</u> Committees.				
Not yet assigned	P-5	Senior Political Affairs Officer	Political Affairs	Geneva
Is responsible for the substantive servicing of the Conference on Disarmament and its <u>Ad Hoc</u> Committees.				
UNA-05121-T-P-5-001	P-5	Centre Director	Political Affairs	Kathmandu
Is responsible for the operations of the Centre for Peace and Disarmament in Asia and the Pacific.				
UNA-05121-E-P-5-001 Reclassified	P-5	Executive Officer	Administration	New York
Is responsible for all administrative areas (budget, finance, personnel, office management, conferences) of the Department.				
UNA-05121-E-P-4-005	P-4	Political Affairs Officer	Political Affairs	New York
Co-ordinates the production of the periodical, <u>Disarmament</u> ; plans, writes and produces the <u>Disarmament Newsletter</u> .				
UNA-05121-E-P-4-007 Reclassified	P-4	Information Officer	Public Information	New York
Co-ordinates production of <u>UN Disarmament Yearbook</u> ; edits and supervises editing of all DDA publications.				
Not yet assigned	P-4	Political Affairs Officer	Political Affairs	Geneva
Is responsible for the substantive servicing of the Conference on Disarmament and its <u>Ad Hoc</u> Committees.				
UNA-05121-E-P-4-006	P-4	Political Affairs Officer	Political Affairs	New York
Co-ordinates public information related activities for DDA.				
UNA-05121-E-P-3-002 Reclassified	P-3	Political Affairs Officer	Political Affairs	New York
Liaises with non-governmental organizations; DDA pledging conference and Disarmament Week events; public affairs activities.				

DEPARTMENT OF POLITICAL AFFAIRS
(Formerly: Department for Special Political Questions, Regional Co-operation,
Decolonization and Trusteeship)

Statements of interest in any of the following posts should be sent to Mr. Anton Bronner, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-03141-E-D-1-001	D-1	Deputy Director	Political Affairs	New York

Is responsible for the work of the Special Political Questions and Regional Co-operation Unit.

ECONOMIC COMMISSION FOR EUROPE

Statements of interest in any of the following posts should be sent to Ms. Netta Avedon Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNC-25650-E-P-5-002	P-5	Senior Economic Affairs Officer	Economics	Geneva
Acts as team leader in conceptualizing and implementing the Commission's General Energy Programme.				
UNC-25270-E-P-4-002	P-4	Environmental Affairs Officer	Science & Technology	Geneva
Is responsible for implementing projects on complex air pollution problems within the work plan of the executive body for the convention on long-range transboundary air pollution.				
UNC-25550-E-P-3-004	P-3	Economic Affairs Officer	Economics	Geneva
Provides assistance to meetings of several specialized bodies of government experts dealing with the transport of dangerous goods.				
UNC-25540-E-P-3-004	P-3	Statistician	Statistics	Geneva
Is responsible for implementing the programme of work of the Conference of European Statisticians in the field of economic statistics.				

ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN

Statements of interest in any of the following posts should be sent to Ms. Vivian Bernstein,
Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNF-26330-E-D-1-001	D-1	Chief of Division	Economics	Santiago
Is responsible for the Joint ECLAC/UNIDO Industry and Technology Division.				
UNF-26550-E-D-1-001	D-1	Chief of Division	Economics	Santiago
Is responsible for Transport and Communications Division.				
UNF-26110-E-D-1-002	D-1	Chief of Office	Economics	Santiago
Is responsible for the Programme Planning and Co-ordination Office.				
UNF-26245-E-D-1-001 Reclassified	D-1	Director of Institute	Economics	Santiago
Is responsible for the Latin American and Caribbean Institute for Economic and Social Planning.				
UNF-26210-E-P-5-001	P-5	Senior Economic Affairs Officer	Economics	Santiago
Is responsible for co-ordinating and conducting research in the ECLAC/FAO Agriculture Division.				
UNF-26480-E-P-5-002	P-5	Senior Population Affairs Officer	Social Development	Santiago
Is responsible for defining and evaluating planning and directing CELADE's work programme in population and development, directing and monitoring technical assistance activities and relations with governments.				
UNF-26790-E-P-5-001	P-5	Chief, Division of Operations	Economics	Santiago
Is responsible for negotiating with donor governments, on ECLAC's behalf, the financing of programmes and projects, acting as a focal point for DTCD activities, and co-ordinating ECLAC's assistance to Latin America and Caribbean countries affected by natural disasters.				
UNG-26240-E-P-5-001	P-5	Senior Economic Affairs Officer	Economics	Mexico City
Is responsible for co-ordinating research and technical assistance missions of the various units of ECLAC's Mexico Office.				
UNF-26240-E-P-4-002	P-4	Economic Affairs Officer	Economics	Santiago
Is responsible for developing key areas of the Secretariat's and Economic Development Division's research agenda, drafting policy recommendations, major interventions in preparations of economic studies by the Division providing technical assistance to member governments.				

ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNF-26270-E-P-4-001	P-4	Environmental Affairs Officer	Economics	Santiago
Is responsible for co-ordinating and conducting research related to the topics of development and environment in Latin America and the Caribbean.				
UNF-26460-E-P-4-003	P-4	Legal Affairs Officer	Legal	Santiago
Is responsible for preparing analytical studies of the international legal aspects of Marine Resources Development in Latin America as support for the formulation of ocean policies.				
UNF-26480-E-P-4-001	P-4	Population Affairs Officer	Social Development	Santiago
Is responsible for organizing and carrying out research for incorporating demographic variables into development, providing technical assistance to the countries of the region, and participating in teaching and training activities organized by CELADE.				
UNG-26240-E-P-4-004	P-4	Economic Affairs Officer	Economics	Mexico City
Is responsible for elaborating and supervising the implementation of the work programme of the Economic Development Unit for the subregion of Central America.				
UNG-26240-E-P-4-005	P-4	Industrial Development Officer	Economics	Mexico City
Is responsible for conducting economic and technical research, carrying out analyses of the industrial sector in the subregion, and providing technical advice on industrial policies and strategies to the countries of the subregion.				
UNG-26240-E-P-4-006	P-4	Social Affairs Officer	Social Development	Mexico City
Is responsible for carrying out studies on social policy and planning, conducting socio-economic research, and providing technical assistance to countries in the subregion.				
UNF-26800-E-P-3-005	P-3			Santiago
Is responsible for assisting in the preparation of ECLAC's budget proposals; participates in the development of a system for ensuring appropriate expenditures for operational activities.				
UNS-26240-E-P-3-002	P-3	Translator (Spanish)	Language & Related Work	Port-of-Spain
Translates text covering the full range of subjects dealt with by the Commission.				
UNF-26240-E-P-3-005	P-3	Economic Affairs Officer	Economics	Santiago
Is responsible for undertaking research and preparing position papers on issues related to the Economic Development Division.				
UNG-26240-E-P-3-004	P-3	Economic Affairs Officer	Economics	Mexico City
Is responsible for carrying out economic research and providing technical assistance to governments of the countries of the subregion.				

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ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNF-26460-E-P-3-003	P-3	Economic Affairs Officer	Economics	Santiago

Is responsible for undertaking research and preparing position papers on issues related to the Natural Resources and Energy Division.

ECONOMIC COMMISSION FOR AFRICA

Statements of interest in any of the following posts should be sent to Ms. Davina Davis, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNH-23360-E-D-1-001	D-1	Chief of Office	Economics	Addis Ababa

Is responsible for the implementation of the Economic Co-operation and Integration Programme of the Economic Co-operation Office for ECA.

UNH-23330-E-P-5-002	P-5	Senior Industrial Development Officer	Economics	Addis Ababa
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Is responsible for formulating, implementing and determining priorities for the Industry and Human Settlements Division's work programme in the field of electrical and electromechanical industries and technology transfer.

UNA-23340-E-P-5-001	P-5	Chief of Section	Finance	Addis Ababa
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Is responsible for the International Trade and Financial Relations with Third World Countries Section.

UNH-23533-E-P-5-001	P-5	Chief of Centre	Social Development	Addis Ababa
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Is responsible for the African Training and Research Centre for Women, formulating policies and strategies for the advancement of women in Africa.

UNH-23360-E-P-5-005	P-5	Senior Economic Affairs Officer	Economics	Niamey
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Is responsible for the promotion of sub-regional co-operation in West Africa, in Food and Agriculture, Water Resources and Livestock Development.

UNH-23360-E-P-5-006	P-5	Senior Economic Affairs Officer	Economics	Yaounde
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Is responsible for promoting sub-regional co-operation in transport and inter-state links and co-ordinating transport activities within the subregion.

UNH-23110-E-P-5-001	P-5	Senior Programme Analyst	Economics	Addis Ababa
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Participates in the formulation of policies and strategies for Africa in light of changes in general socio-economic trends within and outside the region.

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ECONOMIC COMMISSION FOR AFRICA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNH-23330-E-P-5-001	P-5	Senior Industrial Development Officer	Economics	Addis Ababa
Formulates, implements and determines priorities for the work programme in the area of metallurgical and metal working.				
UNH-23550-E-P-5-003	P-5	Chief of Section	Economics	Addis Ababa
Is responsible for the Transport Operations Section and for conceiving and developing programmes and operational projects in maritime transport operations in Africa.				
UNH-23110-E-P-5-003	P-5	Chief of Unit	Economics	Addis Ababa
Is responsible for the Monitoring and Evaluation Unit, co-ordinating and providing leadership in the evaluation of the work of the ECA Secretariat.				
UN-IATF-P-5	P-5	Secretary	Economics	Addis Ababa
Is responsible for the United Nations Inter-Agency Task Force on Africa's Critical Economic Situation Recovery and Development.				
UNH-23360-E-P-4-005	P-4	Economic Affairs Officer	Economics	Tangiers
Is responsible for the promotion of co-operation among the Member States of the subregion in the field of food and agriculture development.				
UNH-23360-E-P-4-004	P-4	Economic Affairs Officer	Engineering	Lusaka
Is responsible for the promotion of mineral development projects in mineral explorations and mining at the sub-regional level.				
UNH-23710-E-P-4-003	P-4	Chief Librarian	Library	Addis Ababa
Provides library information services to the Secretariat of ECA, other UN Agencies and participants to ECA meetings and also is responsible for building up and the administration of the Library collection.				
UNH-23360-E-P-4-003	P-4	Economic Affairs Officer	Economics	Addis Ababa
Formulates and implements programmes for the promotion of economic co-operation and integration among African countries.				
UNH-23710-E-P-4-005	P-4	Editor	Language & Related Work	Addis Ababa
Edits English and French texts on economics, social, legal and other technical subjects; assists in the establishment of editorial rules and guidelines.				
UNH-23650-E-P-4-001	P-4	Programme Officer	Administration	Addis Ababa
Develops and installs a spreadsheet/data base for monitoring and evaluating the biennial work programme of the Commission.				

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ECONOMIC COMMISSION FOR AFRICA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNH-23210-E-P-4-001	P-4	Livestock Development Economist	Economics	Addis Ababa
Is responsible for analysing country policy and programmes in livestock development, for studying production potential and trade expansion and assisting Member States in expanding intra-regional co-operation.				
UNH-23330-E-P-3-001	P-3	Personnel Officer	Administration	Addis Ababa
Interprets Staff Rules and Regulations; advises staff on entitlements, analyses staff claims and determines their actual entitlements; takes action related to all aspects of staff administration.				
UNH-23540-E-P-3-004	P-3	Industrial Statistician	Statistics	Addis Ababa
Prepares technical reports on the role of energy statistics and new and renewable sources of energy in Africa.				
UNH-23710-E-P-3-007	P-3	Chief of Service	Publishing/Printing	Addis Ababa
Is responsible for the Documents and Publishing Service, preparing the annual programme of publications, annual budget programmes for external printing and initiating book design.				
UNH-23802-E-P-3-087	P-3	Automation Specialist	Electronic Data Processing	Addis Ababa
Plans, designs, develops, implements and maintains computer information systems and applications.				

ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA

Statements of interest in any of the following posts should be sent to Mr. Valeri Evstigneev, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNJ-14801-E-D-1-401	D-1	Chief of Division	Administration	Amman
Is responsible for the administrative services of the Commission.				
UNJ-14290-E-P-5-001	P-5	Chief of Division	Social Development	Amman
Is responsible for the Environment and Human Settlements Division.				
UNJ-14480-E-P-4-002	P-4	Population Affairs Officer	Social Development	Amman
Formulates policy and conducts relevant research on the interrelationship between demographic trends and socio-economic development.				

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ECONOMIC AND SOCIAL COMMISSION FOR WESTERN ASIA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNJ-14520-E-P-4-001	P-4	Economic Affairs Officer	Economics	Amman
Is responsible for the formulation and implementation of ESCWA's work programme in technology.				
UNJ-14240-E-P-4-004	P-4	Economic Affairs Officer	Economics	Amman
Is responsible for critically examining the various problem areas related to economic development in the region.				
UNJ-14540-E-P-4-003	P-4	Systems Analyst	EDP	Amman
Is responsible for the establishment and maintenance of the statistical data base of the Commission and for the development of statistical computer applications.				
UNJ-14110-E-P-4-005	P-4	Editor (English)	Language & Related Work	Amman
Edits independently a wide variety of texts in English.				
UNJ-14803-E-P-3-001	P-3	Deputy Chief of Section	Finance	Amman
Reviews and analyses budget proposals submitted by the Budget and Finance Division.				
UNJ-14710-E-P-3-000	P-3	Translator (English)	Language & Related Work	Amman
Two Posts: 001/002				
Translates texts covering the full range of subjects dealt with by the Commission.				

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Statements of interest in any of the following posts should be sent to Ms Netta Avedon, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UND-15360-E-D-1-002	D-1	Chief of Branch	Finance	Geneva
Manages the work programme of the Monetary and Financial Co-operation Branch in the monetary, financial and trade areas.				
UND-15801-E-P-5-004	P-5	Chief of Unit	Administration	Geneva
Is responsible for the Personnel Recruitment and Servicing Unit; organizes and supervises the recruitment and administration of individuals engaged by UNCTAD.				
UND-15360-E-P-4-050	P-4	Economic Affairs Officer	Economics	Geneva
Carries out research and prepares reports on economic co-operation among developing countries.				

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UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UND-15370-E-P-4-017	P-4	Economic Affairs Officer	Economics	Geneva
Prepares documentation for official meetings, in particular the Committee on Commodities.				
UND-15380-E-P-4-035	P-4	Economic Affairs Officer	Economics	Geneva
Prepares technical studies and reports on services, co-ordinates technical co-operation activities.				

UNITED NATIONS ENVIRONMENT PROGRAMME

Statements of interest in any of the following posts should be sent to Ms Davina Davis, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNL-17275-E-P-5-013	P-5	Natural Resources Economist	Economics	Nairobi
Is responsible for general programming and implementation of Plan of Action to Combat Desertification (PACD) at regional level, co-ordinates the co-operation with regional organizations, non-governmental organizations and research networks.				

UNITED NATIONS CENTRE FOR HUMAN SETTLEMENTS

Statements of interest in any of the following posts should be sent to Ms Davina Davis, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-19112-E-D-1-001	D-1	Chief of Division	Public Information	Nairobi
Is responsible for the Information, Audio-Visual and Documentation Division.				

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OFFICE OF HUMAN RESOURCES MANAGEMENT

Statements of interest in any of the following posts should be sent to Ms Gunda Narang,
Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-33843-E-D-1-001	D-1	Deputy Director and Chief of Service	Administration	New York
Is responsible for the Professional Staffing Service, RPD, and assists the Director, Recruitment and Placement Division in policy formulation.				
UNA-33844-E-D-1-001	D-1	Chief of Service	Administration	New York
Is responsible for the Staff Administration and Monitoring Service.				
UNA-33844-R-D-1-000	D-1	Chief of Service	Administration	New York
Is responsible for the Compensation and Classification Service.				
UNA-33844-E-P-5-004 Reclassified	P-5	Senior Human Resources Planning Officer	Administration	New York
Is responsible for the Special Issues Cluster in the Professional Staffing Service, with particular emphasis on career development.				
UNA-33844-E-P-3-003	P-3	Personnel Officer	Administration	New York
Is responsible for the staff administration and monitoring of a group of Departments and Offices.				
UNA-33844-E-P-3-004	P-3	Legal Officer	Legal	New York
Is responsible for advising and updating Personnel Rules and Regulations.				
UNA-33843-E-P-3-000 Three posts: 002/004/009	P-3	Recruitment and Placement Officer	Administration	New York
Is responsible for the Professional or General Service staffing of a group of Departments and Offices.				
UNA-33845-E-P-3-002 Reclassified	P-3	Head Nurse	Administration	New York
Is responsible for nursing services in the Medical Service.				

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OFFICE OF CONFERENCE SERVICES

Statements of interest in any of the following posts should be sent to Mr. Normand Dussault, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-32721-E-P-5-005	P-5	Translator (Arabic)	Language & Related Work	New York
Is responsible for revising translation and summary records and providing assistance and counselling.				
UNA-32726-E-P-5-000	P-5	Translator (Russian)	Language & Related Work	New York
Two posts: 005/006				
Is responsible for revising translation and summary records and providing assistance and counselling.				
UNA-32732-E-P-5-029	P-5	Interpreter (Chinese)	Language & Related Work	New York
Is responsible for simultaneous interpretation, screening and examining prospective Interpreters and also functions as team leader.				
UNA-32732-E-P-5-030	P-5	Interpreter (English)	Language & Related Work	New York
Is responsible for simultaneous interpretation, screening and examining prospective Interpreters and also functions as team leader.				
UNA-32721-E-P-4-004	P-4	Translator (Arabic)	Language & Related Work	New York
Is responsible for revising work and/or self-revising translation.				
UNA-32724-E-P-4-000	P-4	Translator (French)	Language & Related Work	New York
Four Posts: 008/010/011/023				
Is responsible for revising work and/or self-revising translation.				
UNA-32726-E-P-4-000	P-4	Translator (Russian)	Language & Related Work	New York
Eight posts: 013/014/015/016/017/018/019/020				
Is responsible for revising work and/or self-revising translation.				
UNA-32732-E-P-4-000	P-4	Interpreter (Chinese)	Language & Related Work	New York
Two posts: 027/034				
Is responsible for servicing meetings of a more sensitive nature such as political and security affairs and also acts as team leader.				
UNA-32732-E-P-4-019	P-4	Interpreter (Spanish)	Language & Related Work	New York
Is responsible for servicing meetings of a more sensitive nature such as political and security affairs and also acts as team leader.				

OFFICE OF CONFERENCE SERVICES (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-32700-E-P-4-001	P-4	Deputy Chief of Section	Administration	New York
Is responsible for the work of the Sales Section.				
UNA-32782-E-P-4-004	P-4	Librarian	Library	New York
Is responsible for the publication of the <u>UNBIS Thesaurus</u> in English, French and Spanish.				
UNA-32731-E-P-3-002	P-3	Conference Affairs Officer	Administration	New York
Is the Department's focal point for the planning and organization of conferences/meetings held away from Headquarters and assists in formulation and implementation of calendar of conferences and meetings.				
UNA-32753-E-P-3-002	P-3	Deputy Chief of Section	Administration	New York
Is responsible for the work of the Distribution Section.				
UNA-32782-E-P-3-019	P-3	Librarian	Library	New York
Is responsible for the development, planning and administration of the statistical reference collection.				
UNA-32782-E-P-3-026	P-3	Librarian	Library	New York
Is responsible in providing reference assistance to users and to develop and maintain reference collection.				
UNA-32752-E-P-3-000 Two posts: 012/016	P-3	Publication Officer	Publishing/ Printing	New York
Is responsible for the creation of new products for publication by the United Nations and the management of their production.				

DEPARTMENT OF PUBLIC INFORMATION

Statements of interest in any of the following posts should be sent to Mr. Valeri Evstigneev,
Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-31770-E-P-5-001	P-5	Senior Information Officer	Public Information	Vienna
Co-ordinates and directs information programmes in the press coverage relating to the activities of the Vienna-based United Nations Units.				
UNA-31774-E-P-4-017	P-4	Radio Producer	Public Information	New York
Is responsible for researching, writing, editing and narrating the news and programmes produced by the Caribbean regional unit.				
UNA-31774-E-P-4-005	P-4	Information Officer	Public Information	New York
Revises and edits United Nations meetings summaries.				
UNA-31774-E-P-4-010	P-4	Information Officer	Public Information	New York
Is responsible for editing, revising and rewriting contributions for the <i>Yearbook</i> of the United Nations.				
UNA-31776-E-P-4-003	P-4	Information Officer	Public Information	New York
Provides operational and management guidance to UNICs in Asia and the Pacific region.				
UNA-31776-E-P-4-002	P-4	Information Officer	Public Information	New York
Provides operation and management guidance to United Nations Information Centres in the America's region.				
UNA-31774-E-P-3-031	P-3	TV Producer	Public Information	New York
Directs and co-ordinates the compilation of television coverage of official meetings and events at United Nations Headquarters.				
UNA-31775-E-P-3-005	P-3	Information Officer	Public Information	New York
Is responsible for evaluating and authorizing all applications for accreditation; liaises with the press and radio correspondents.				
UNA-31773-E-P-3-002	P-3	Information Officer	Public Information	New York
Assists the senior staff writer in writing, rewriting and editing materials.				
UNA-31774-E-P-3-009	P-3	Information Officer	Public Information	New York
Assists in editing, revising and rewriting contributions for the <i>Yearbook</i> of the United Nations.				

UNITED NATIONS OFFICE AT GENEVA

Statements of interest in any of the following posts should be sent to Ms Netta Avedon, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNB-33832-E-D-1-001	D-1	Chief of Service	Administration	Geneva
Is responsible for the Financial Resources Management Service.				
UNB-33871-E-D-1-001	D-1	Chief of Service	Administration	Geneva
Is responsible for the General Services of the Office.				
UNB-33840-E-D-1-001	D-1	Chief of Service	Administration	Geneva
Is responsible for the Personnel Service of the Office.				
UNB-32739-E-P-5-001	P-5	Chief of Section	Administration	Geneva
Is responsible for the Editorial and Documents Control Section, Conference Services.				
UNB-34815-E-P-5-002	P-5	Senior Research Officer	Administration	Geneva
Assists in the research work of the Inspectors of the Joint Inspection Unit.				
UNB-32721-E-P-5-002	P-5	Senior Translator (Arabic)	Language & Related Work	Geneva
Is responsible for revising translation and providing assistance and counselling.				
UNB-32743-E-P-5-001	P-5	Chief of Section	Language & Related Work	Geneva
Is responsible for the work of the Official Records Editing Section.				
UNB-32722-E-P-5-001	P-5	Chief of Section	Language & Related Work	Geneva
Is responsible for the work of the Chinese Translation Section.				
UNB-32729-E-P-4-002	P-4	Terminologist	Language & Related Work	Geneva
UNB-32751-E-P-4-001	P-4	Chief of Section	Publishing/Printing	Geneva
Is responsible for the work of the Reproduction Section.				
UNB-32732-E-P-4-010	P-4	Interpreter (Arabic)	Language & Related Work	Geneva
UNB-32721-E-P-3-002	P-3	Translator (Arabic)	Language & Related Work	Geneva
Is responsible for revising work and and/or self-revising translation.				

UNITED NATIONS OFFICE AT GENEVA (Cont'd)

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNB-32724-E-P-3-000 Three posts: 001/002/006	P-3	Translator (French)	Language & Related Work	Geneva
UNB-32726-E-P-3-015	P-3	Translator (Arabic)	Language & Related Work	Geneva
UNB-32727-E-P-3-004	P-3	Translator (Spanish)	Language & Related Work	Geneva
UNB-32752-E-P-3-000 Three posts: 002/004/006	P-3	Copy-Preparer/Proofreader (English)	Publishing/Printing	Geneva
UNB-32752-E-P-3-006	P-3	Copy-Preparer/Proofreader (French)	Publishing/Printing	Geneva
SPB-32700-E-P-3-001	P-3	Chief of Unit	Administration	Geneva
Is responsible for the work of the Sales Unit.				
UNB-32782-E-P-3-006	P-3	Librarian	Library	Geneva
Is responsible for cataloguing and indexing UN documents.				
UNB-34815-E-P-3-001	P-3	Research and Documentation Officer	Administration	Geneva
Assists in the research work of the inspectors of the Joint Inspection Unit.				

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CENTRE FOR HUMAN RIGHTS

Statements of interest in any of the following posts should be sent to Ms Netta Avedon,
Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNB-28280-E-P-4-002	P-4	Human Rights Officer	Legal	Geneva
Serves as Chief, Prevention of the Discrimination Section.				
UNB-28280-T-P-4-001	P-4	Human Rights Officer	Legal	Geneva
Supervises and co-ordinates work relating to the handling of communications and preparation of documents under the confidential procedures for dealing with communications relating to violations of human rights.				
UNB-28280-T-P-4-002	P-4	Human Rights Officer	Legal	Geneva
Services meetings of the <i>Ad hoc</i> Working Group of Experts on South Africa, drafts its annual reports and may be called upon to service Special Rapporteur/Representative mandates.				
UNB-28280-E-P-4-003	P-4	Human Rights Officer	Legal	Geneva
Provides documentation and research support to the preparation of reports and studies to be submitted to the General Assembly, the Commission on Human Rights and their working groups.				
UNB-28280-T-P-4-003	P-4	Human Rights Officer	Legal	Geneva
Is responsible for servicing of meetings and missions of the Working Group and may be called upon to service Special Rapporteur/Representative mandates.				
UNB-28280-E-P-3-008	P-3	Human Rights Officer	Legal	Geneva
As part of the Special Procedures Section, serves as Secretary to the Special Committee and services special procedure mandates.				
UNB-28280-T-P-3-002	P-3	Human Rights Officer	Legal	Geneva
Serves as part of a team that carries out the implementation of mandates concerning human rights situations in certain countries or thematic mandates on human rights phenomena.				
UNB-28280-T-P-3-003	P-3	Human Rights Officer	Legal	Geneva
Carries out the implementation of mandates concerning human rights situations in certain countries or thematic mandates on human rights phenomena.				
UNB-28280-T-P-3-001	P-3	Human Rights Officer	Legal	Geneva
Is responsible for handling confidential communications under procedures relating to violations of human rights.				

UNITED NATIONS OFFICE AT VIENNA

Statements of interest in any of the following posts should be sent to Ms Davina Davis,
Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNK-32731-E-P-5-001	P-5	Chief of Service	Language & Related Work	Vienna
Plans and co-ordinates services required for conferences and meetings by the Meetings Planning and Interpretation Service.				
UNK-32732-E-P-4-001	P-4	Interpreter (English)	Language & Related Work	Vienna
Provides simultaneous interpretation at meetings and conferences.				
AXK-121648-UNIDO	P-3	Translator (Spanish)	Language & Related Work	Vienna
Is responsible for translation of texts in the Translation Service of the United Nations Development Organization (UNIDO).				
RB-107790-UNIDO	P-3	Translator (French)	Language & Related Work	Vienna
Is responsible for translation of texts in the Translation Service of the United Nations Development Organization (UNIDO).				
AXK-121550-UNIDO	P-3	Translator (Spanish)	Language & Related Work	Vienna
Is responsible for translation of texts in the Translation Service of the United Nations Development Organization (UNIDO).				

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UNITED NATIONS JOINT STAFF PENSION BOARD

Statements of interest in any of the following posts should be sent to Mr. Luiz Da Costa, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
PFA-01001-E-P-5-000	P-5	Chief of Service	Finance	New York
Is responsible for the financial services of the fund.				
PFA-01001-E-P-3-000	P-3	Programme Analyses	Electronic Data Processing	New York
Is responsible for programme analysis.				

INTERNATIONAL CIVIL SERVICE COMMISSION

Statements of interest in any of the following posts should be sent to Ms Sheila Kolodny, Recruitment and Placement Officer at Headquarters, Room S-2535 or Fax: (212) 963-3134.

Post Number	Grade	Functional Title	Occupational Group	Duty Station
UNA-34814-E-P-4-002	P-4	Pay Research Officer	Administration	New York
Conducts methodological research and writes technical papers for the Advisory Committee on Post Adjustment Questions (ACPAQ) and the ICSC.				
UNA-34814-E-P-4-006	P-4	Statistician	Statistics	New York
Undertakes in-depth studies and analyses of methodological issues relating to post adjustment.				



Secretariat

ST/IC/1992/22
17 March 1992

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS ANGOLA VERIFICATION MISSION

1. The Secretary-General has recommended to the Security Council (S/23671) that the United Nations Angola Verification Mission (UNAVEM II) be enlarged in March 1992 to include an electoral division. In anticipating that the recommendation will be approved, the necessary arrangements for the staffing of the enlarged mission are being initiated.
2. At such time as it is authorized by the Security Council, the enlarged UNAVEM II would be entrusted with an additional mandate to verify and observe all activities related to the registration of voters and subsequent elections, scheduled for the last weekend of September 1992, as well as the counting, computation and announcement of its results.
3. As currently envisaged, the expanded mission would entail the deployment of electoral monitors and other personnel with appropriate experience, in small teams, to all 18 provinces of Angola. A small office of the Representative of the Secretary-General for Angola would be established at Luanda. The conditions would be difficult, involving some physical hardship, and might be hazardous.
4. Assignments would be with immediate effect for an initial period of six months. Additional personnel would be required for a period of approximately 10 days to observe the poll in September. Experience in the fields of electoral observation, political or legal affairs, human rights and public information would be desirable for the above functions.
5. UNAVEM II has been designated as a special, non-family mission. For many of the above positions a working knowledge of Portuguese would be essential and knowledge of Spanish and/or French highly desirable.

6. Staff members interested in being considered for this temporary assignment are requested to complete the attached application form and return it as soon as possible by either mail or facsimile to:

Field Operations Division
Room S-2227A
United Nations
New York, N.Y. 10017
Fax No.: (212) 963-0664

7. Those staff members who have applied recently for other mission assignments may indicate their specific interest in mission service to Angola by sending a brief note to Field Operations Division.

ANGOLA

1. GENERAL INFORMATION (Please type or print in capitals)

FAMILY NAME		FIRST NAME		INDEX NO.	SEX	CATEGORY/LEVEL
FUNCTIONAL TITLE		DEPARTMENT/OFFICE		ROOM NO.	UN TELEPHONE NO./EXT.	HOME TELEPHONE NO.
ORGANIZATION		DUTY STATION		DATE OF BIRTH (D/M/Y)	PLACE OF BIRTH	
COUNTRY OF NATIONALITY		EOD DATE (D/M/Y)	TYPE OF CONTRACT			EXPIRY DATE (D/M/Y)

2. SKILLS

LANGUAGE	MOTHER TONGUE	UN PROFICIENCY CERTIFICATE	READ	WRITE	SPEAK	UNDERSTAND	CLERICAL	TYPING	SHORTHAND
WordPerfect []	Wang WP []	dBase3+ []	Paradox []	FoxBase []	FoxPro []	Clipper []			
Lotus 123 []	QuatroPro []	Harvard Graphics []							
Other [] (specify)									
Driver's License:	Yes []	No []							

3. WORK EXPERIENCE: Dates and remarks

AREA	✓	UNITED NATIONS	✓	OTHER
Accounts/Finance/Budget				
Economics				
Electronic Data Processing				
Legal				
Personnel: Administration				
Personnel: Recruitment				
Political Affairs/Human Rights				
Pouch/Registry				
Procurement/Inventory/Supply				
Public Information				
Social Affairs				
Travel/Shipping				
Other (specify)				

INTEREST IN ASSIGNMENT TO OTHER MISSIONS - List preferences	PREVIOUS MISSION ASSIGNMENT(S): Functional title(s) & date(s)

4. REMARKS

(For additional space, please use reverse of this form or attach a separate sheet.)

Date: _____

Signature: _____

PLEASE RETURN TO:

Field Operations Division/OGS, Room S-2227A
United Nations, New York, New York 10017
Fax: (212) 963-0664